

## SUBSCRIBING / UN-SUBSCRIBING TO MAJORDOMO (Automated List Management System)

(Revised 10/2004)

MAJORDOMO consists of the nine distribution lists shown below. By subscribing to the applicable "List Name", departments/campuses will receive notification that a SCO Letter (Payroll, Personnel, Leave Accounting and Personnel/Payroll Review Committee (P/PRC) notes) has been published on the SCO Public Web Site and is available for viewing. The information will be distributed directly to the individual's mailbox. Subscribing to multiple "Lists Names" will result in receiving multiple notifications/letters.

### PLEASE NOTE:

The Department of Personnel Administration (DPA) will no longer use the Majordomo distribution lists established (i.e., cselodc \* - Labor Relations Officers, csepodc \* - Personnel/HR Officers) for distributing the Personal Management Liaison (PML) memos (see PML #2004-055 - <http://www.dpa.ca.gov/textdocs/freepmls/PML2004055.PDF>). Also, the DPA has indicated that the Majordomo distribution list 'transsup \* - Personnel Transactions Supervisors' will no longer be used to distribute SROA List information, as this information is available on the DPA's web site <http://www.dpa.ca.gov>. The SCO will continue to maintain these three lists in order to distribute information pertinent to the individual groups.

The following distribution lists are available for subscribing or un-subscribing according to the need:

### LIST NAME

### DESCRIPTION

csescodc	Civil Service/Exempt Departments (SCO Letters & P/PRC notes)
csuscodc	California State Universities (SCO Letters – CSU Only)
cseclas	California Service/Exempt Dept. with CA. Leave Accounting System Access (CLAS Ltrs)
csuclas	California State University/Exempt Dept. with CA. Leave Accounting system Access (CLAS Ltrs)
transsup *	Civil Service Personnel Transactions Supervisors
csepodc *	Civil Service personnel/Human Resources Officers
cselodc *	Civil Service Labor Relations Officers
cseadoc	Civil Service Accounting Officers
csebodc	Civil Service Budget Officers

### TO ACCESS THE AUTOMATED LIST MANAGEMENT SYSTEM

MAJORDOMO may be accessed by selecting the following address [Majordomo@srv1.sco.ca.gov](mailto:Majordomo@srv1.sco.ca.gov). When selected, an e-mail message will automatically format. You can also enter this address in the "TO" line of an email message. Entries on the "Subject" line of the email message are not necessary but may be helpful for identification of the email.

TO SUBSCRIBE OR UNSUBSCRIBE TO A LIST: On the first line in the body of the email message **using plain text**, all lower case, no punctuation, tabs or indents, type the request as follows.

To subscribe: Enter "subscribe", (To unsubscribe: Enter "unsubscribe"), followed by a list name (see "list Name" above), press Enter. On the next line type "end".

Example: subscribing to the csescodc list. After entering the commands "**Send**" the note.

To:	
Cc:	
Subject:	
	subscribe csescodc
	end

If the commands are successful, you will receive a message from Majordomo stating, "You are now subscribed" or "unsubscribed". **NOTE: Please unsubscribe from a list(s) if you no longer need the information or are leaving the department/campus.**

Using the same format and one of the commands below, other types of information can be obtained by sending the email request to: [Majordomo@srv1.sco.ca.gov](mailto:Majordomo@srv1.sco.ca.gov).

<b>COMMAND</b>	<b>DESCRIPTOIN</b>
help end	<u>HELP</u> : Provides a complete list of commands and help using the system
unsubscribe (list name) end	<u>UNSUBSCRIBE</u> : Will remove you from a particular named list –
intro end	<u>INTRO</u> : Introduction to a list
info (list name) end	<u>INFO</u> : Information about a particular list
lists end	<u>LISTS</u> : Will provide a listing of the system lists
which end	<u>WHICH</u> : Will provide which lists you are subscribed to
who (list name) end	<u>WHO</u> : Will provide a total listing of the subscribers of a particular list

Contact Terri Yarbrough at [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov) or call (916) 322-1245 if you have any questions regarding this information.